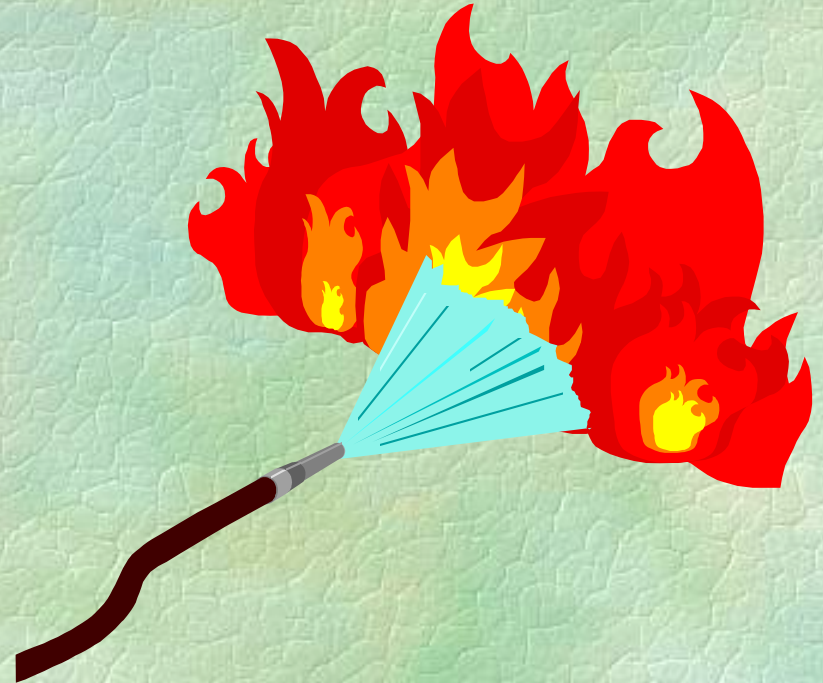


SUPERVISOR SAFETY TRAINING

IN THE EVENT OF AN EMERGENCY

- ☎ **Dial 911 or local number**
- ☐ **Be prepared to give:**
 - **NAME**
 - **SPECIFIC LOCATION**
 - **NATURE OF EMERGENCY**
 - **OTHER IMPORTANT DATA**

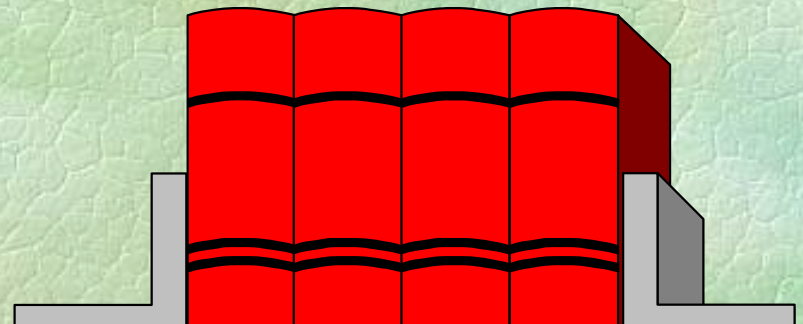


BASIC SAFETY PHILOSOPHY

- Every incident can be avoided.
- No job is worth getting hurt.
- Every job can be done safely.
- Incidents can be managed.
- Safety is everyone's responsibility.

REFERENCES

- 👉 **OPNAVINST 5100.23 Series (SOH)**
- ▢ **NAVMC 5100.8 Series (SOH)**
- ▢ **OPNAVINST 5100.12 Series (Traffic)**
- ▢ **MCO 5100.19 Series (DriveSafe)**
- ▢ **OPNAVINST 5100.25 Series (Recreation)**
- ▢ **MCO 5100.30 Series (Recreation)**
- ▢ **29 CFR 1960**
- ▢ **29 CFR 1910**



OSH POLICY

🦋 **Provide a safe and healthful workplace for all personnel.**

□ **NAVOSH / Marine Corps programs are endorsed by SECNAV and implemented through appropriate chain of command.**



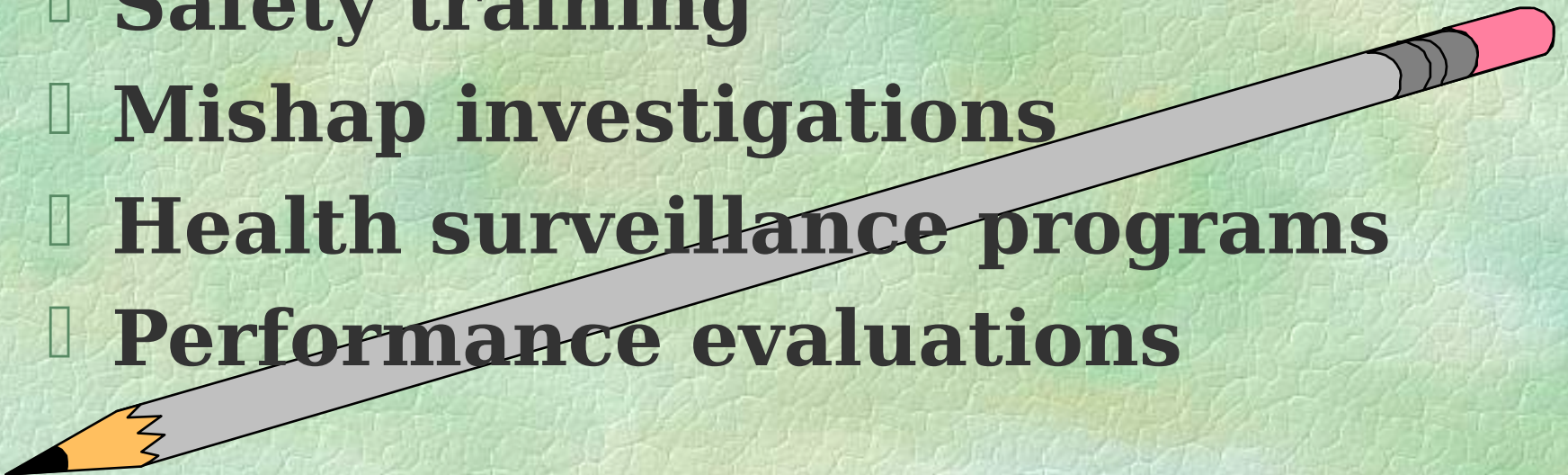
CO POLICY STATEMENT

Committed to a safe and healthful work place. All personnel make safety a high priority. Integrate safety into all procedures. Line management will establish standards and identify risks and implement controls to eliminate those risks. Always follow applicable safety

~~regulation. Safety is~~ everyone's responsibility. One accident is too many.

OSH PROGRAM INCLUDES:

- ☛ **Compliance with standards**
- ☐ **Annual workplace inspections**
- ☐ **Abatement of hazards**
- ☐ **Procedures to report hazards without fear of reprisal**
- ☐ **Safety training**
- ☐ **Mishap investigations**
- ☐ **Health surveillance programs**
- ☐ **Performance evaluations**



SAFETY TRAINING SHOULD BE PROVIDED:

- ✎ **Initially/annually**
- **New employees**
- **New processes**
- **Updated procedures**
- **Employee performance**
- **Non-routine tasks**

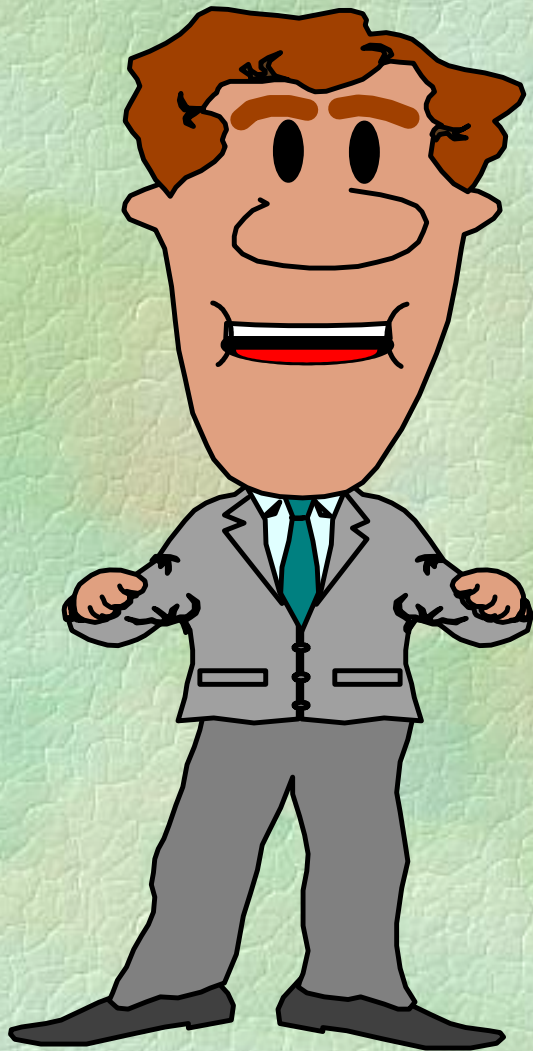


SUPERVISORS' RESPONSIBILITIES

Set example

- **Prerequisites of job/position**
- **Review preview cautions**
- **Conduct inspections**
- **Acknowledge safety behavior**
- **Investigate and report mishaps**
- **Correct unsafe and unhealthful conditions**
- **Provide personal protective equipment as required**

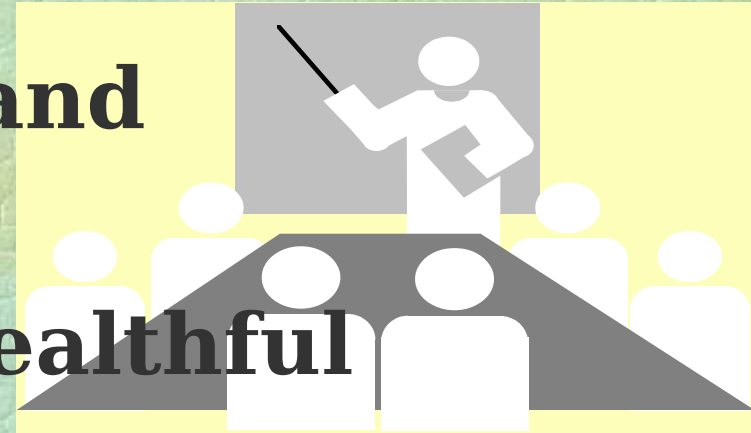
INDIVIDUAL RESPONSIBILITIES



- ☞ **Comply with safety regulations**
- ☐ **Report workplace hazards**
- ☐ **Report to supervisor all illnesses, injuries or property damage resulting from a mishap**

ALL MILITARY AND CIVILIAN EMPLOYEES HAVE THE RIGHT TO BE:

- **Informed of hazards and hazardous materials**
- **Trained in safe and healthful work practices**
- ▢ **Protected from dangerous occupational situations that could cause harm**
- ▢ **Protected from reprisal as a result of filing a notice of unsafe or unhealthful conditions**



HAZARD REPORTING

- **Employees; oral report to supervisor**
- **Supervisors; keep employees informed**



OPNAV 5100/11

NAVY EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

- ☛ **Employees submit report to safety office, may be anonymous**
- ☐ **Safety office records all reports**
- ☐ **Acknowledge receipt to originator**
- ☐ **Discuss seriousness**
- ☐ **Notify supervisor**
- ☐ **Investigate**
- ☐ **Respond with written report within 10 working days**

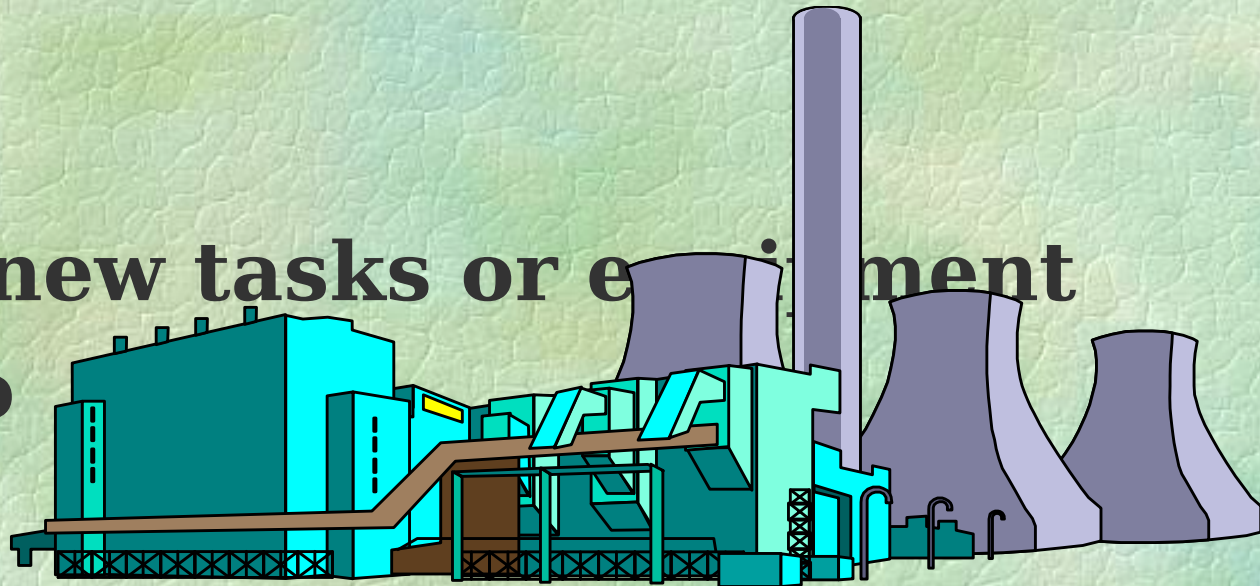


SURVEYS ARE CONDUCTED:

- **Annually on most industrial activities**

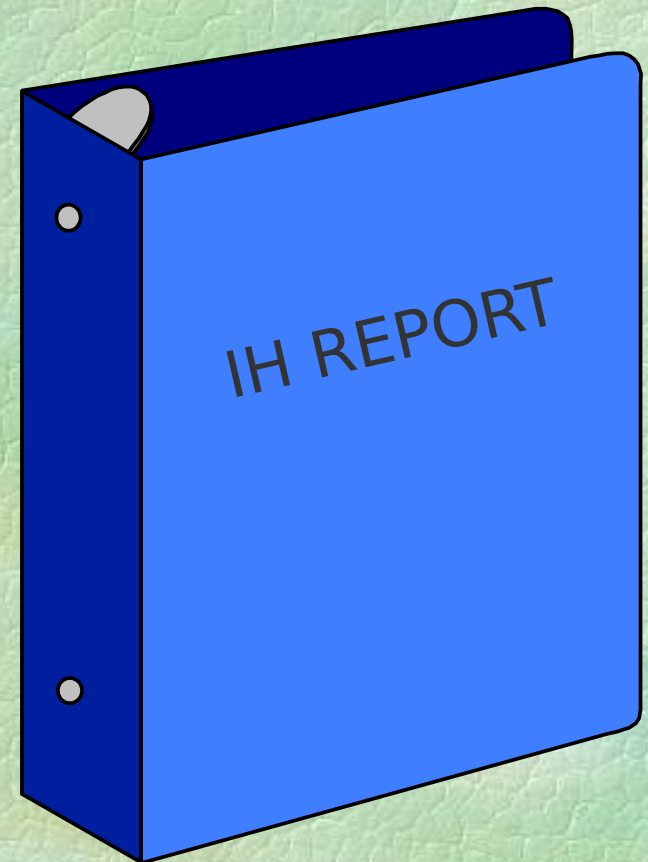
Or

- ▣ **Whenever new tasks or equipment is put into operation**



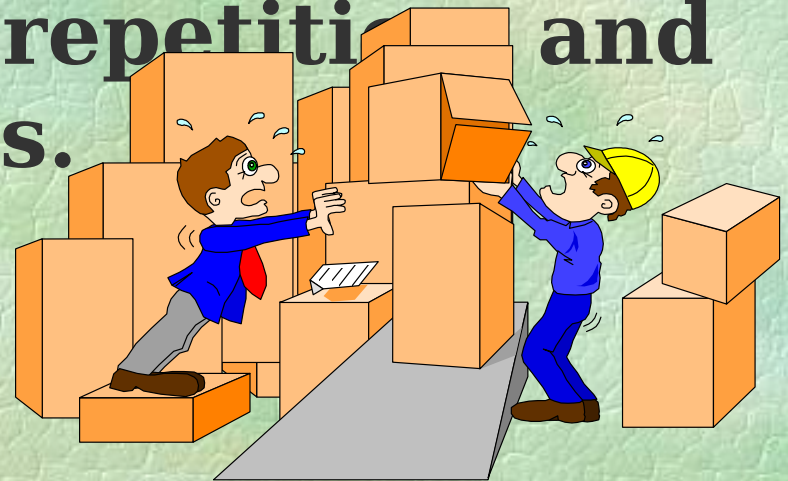
(What is an) INDUSTRIAL HYGIENE (IH) SURVEY

- ✎ **A comprehensive overview of the hazards in the workplace**
- **Identifies PPE requirements**
- **Identification of chemicals and exposure levels**



ENGINEERING CONTROLS

- **Engineering is the preferred mechanism for controlling hazards. This may entail redesigning the work station, work methods, tools used. Reduce the demands of the job, such as exertion, repetition and awkward positions.**



ADMINISTRATIVE CONTROLS

• Controls such as:

- Training employees to use appropriate work methods when engineering controls are not feasible
- Substituting chemicals for less hazardous materials
- Rotating employees to jobs with dissimilar physical requirements
- Establishing work/rest schedules



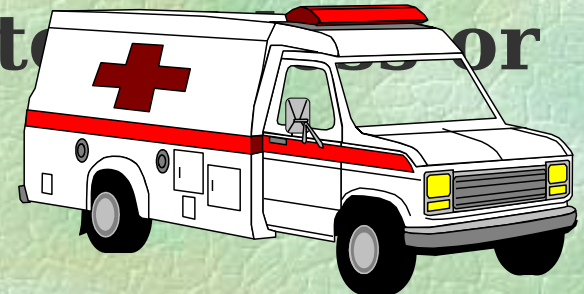
PERSONAL PROTECTIVE EQUIPMENT(PPE)

- ☞ Last resort to keep employees safe**
- ☐ Based on the industrial hygiene (IH) survey**
- ☐ IH survey will indicate at a minimum what type of PPE will be worn**
- ☐ List will be posted in work center**
- ☐ PPE training annually**

WHAT IS A MISHAP?

Per **OPNAVINST 5102.1D/ MCO P5102.1B** the definition of a mishap is:

“Any unplanned or unexpected event causing death injury, occupational illness, including days away from work, job transfer or restriction, and material loss or damage”.



MISHAP PREVENTION

Attitude

- ▢ **Communication**
- ▢ **Training**
- ▢ **Compliance**
- ▢ **Workplace inspections**
- ▢ **Investigations**
- ▢ **Proper maintenance**



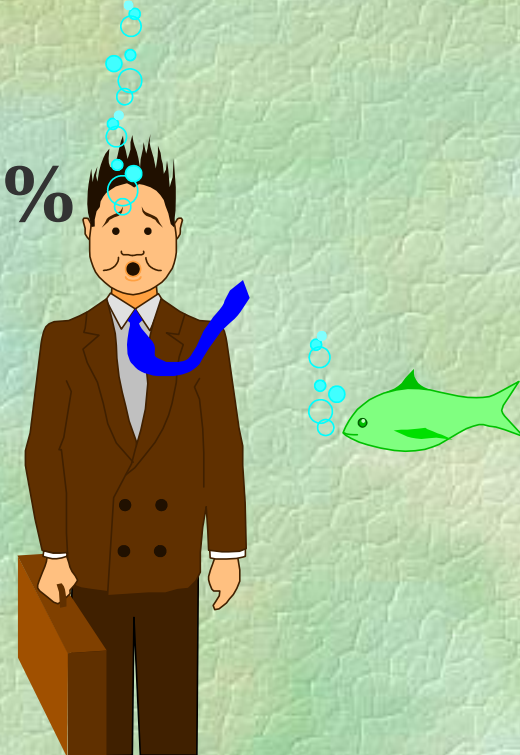
MISHAPS ARE CAUSED OVERALL BY:

**man error
mechanical failure
acts of nature"**

85%

10%

5%



***"Acts of nature" Any natural disaster such as a
tornado, hurricane, flooding or any truly unpreventable
mishap***

MISHAP CAUSATION FACTORS

☞ **Fatigue**

☐ **Haste**

☐ **Inattention**

☐ **Complacency**

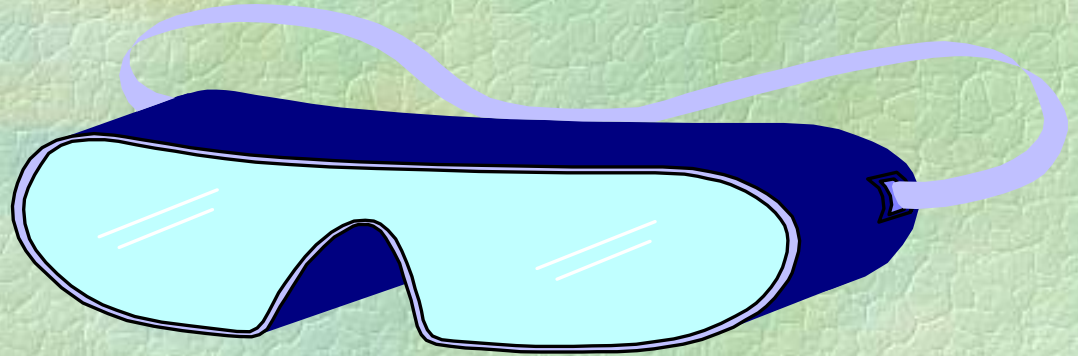
☐ **Anger**

☐ **Defective equipment**

☐ **Horseplay**

☐ **Unreported safety hazards**

☐ **Not using proper personnel
protective equipment**



WHY INVESTIGATE MINOR ACCIDENTS

- **To determine potential for more serious losses (i.e. a trend)**
- **To identify prevention techniques**



MISHAP REPORTING

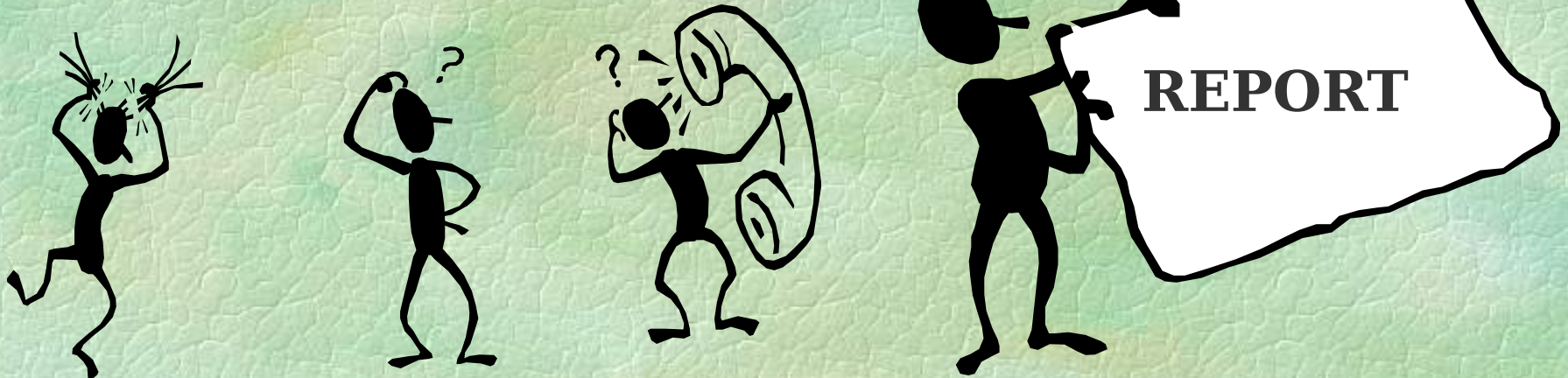
All initial mishaps should be reported to the safety office within 24 hours.

All documents must be completed and received by the


Safety office in accordance with the

OPNAVINST 5102.1 (Series) / MCO

P5012.1 Series.

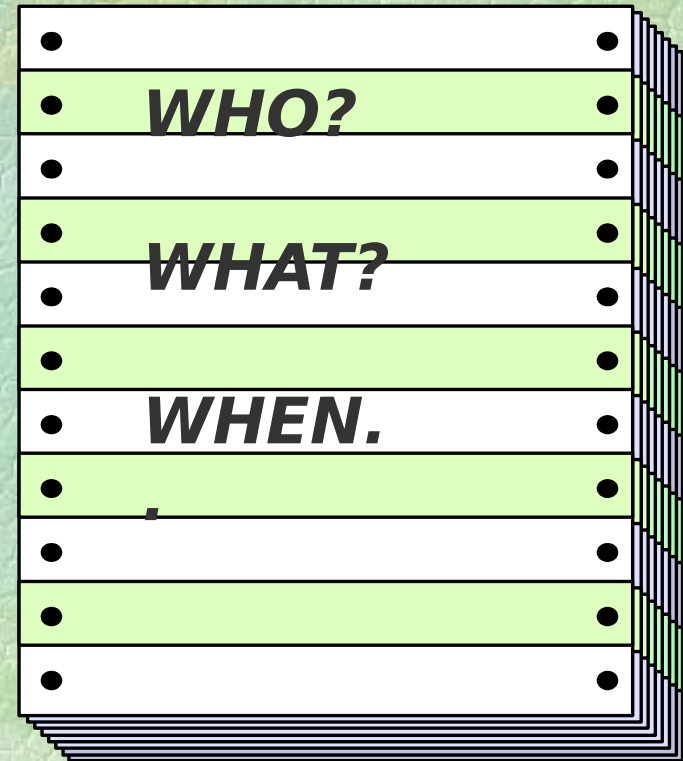


OPNAVINST 5102.1 / MCO 5102.1 SERIES

 “...is the guiding document for the Navy and Marine Corps afloat, shore and ground (including aviation ordnance) mishap and safety investigation process and reporting procedures.”

INVESTIGATING A MISHAP

- **Who**
- **What**
- **When**
- **Where**
- **Why**



**ASK WHY 5
TIMES**

WHEN CONDUCTING A MISHAP INVESTIGATION:

- 🐼 Preserve and photograph material evidence**
- Advise individuals providing information of the routine use of such information**
- Interviews conducted shall not testify under oath and that oral/written statements are for one purpose - to prevent further mishaps.**

MISHAP REPORTING REQUIREMENT FOR CIVILIANS AS PER OPNAVINST 5102.1 / MCO 5101.1 SERIES

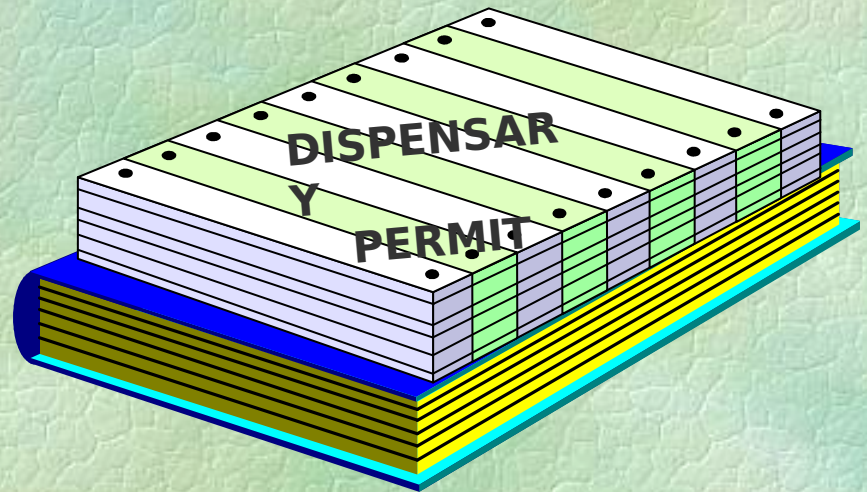
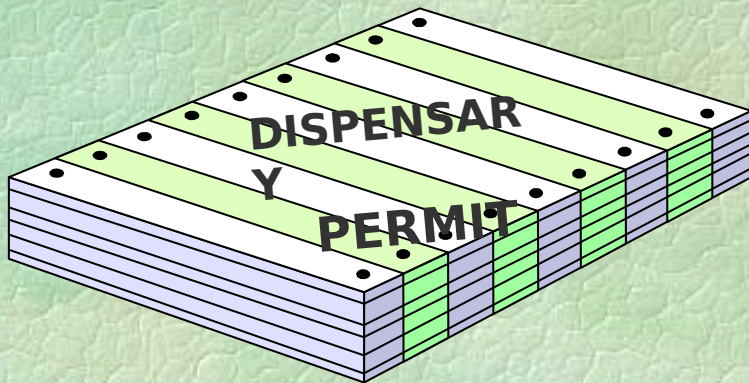
☛ **Civilians must go to a military medical facility before seeking private physician care. Except where necessary to avoid delay in treatment to the injury of an employee.**

☐ **Form CA-1 must be completed by the supervisor and attached to the mishap report.**



MISHAP REPORTING REQUIREMENTS FOR CIVILIANS AS PER OPNAVINST and MCO

- ❧ **Attach copy of dispensary permit to the mishap.**



WHAT IS ERGONOMICS?

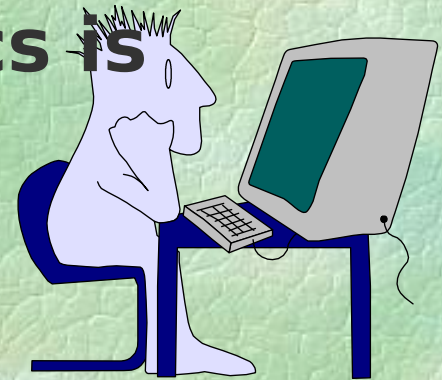
ERGONOMICS -

The study of the design of work in relation to the physiological and psychological capabilities of people

Ergonomics consist of two Greek words:

- ***Ergon*, meaning work.**
- ***Nomos*, meaning laws.**

The central theme of ergonomics is fitting the task to the person.



SCOPE OF ERGONOMIC INJURIES

- ☞ **Cumulative trauma disorders (CTDS)** are health disorders arising from repeated biomechanical stress.
- ▢ **CTD** involves damage to the tendons, tendon sheaths, related bones, muscles, and nerves of:
 - **Hands, wrists, elbows, shoulders, neck and back.**



SOME POTENTIAL INDICATORS/SYMPTOMS OF CTDS

- **Trends in accidents and injuries**
- ▢ **Incidents of CTD**
- ▢ **Absenteeism**
- ▢ **High turnover rate**
- ▢ **Working conditions noted by people with disabilities**
- ▢ **Complaints about muscle-skeleton pain**
- ▢ **High overtime and increased work rate**
- ▢ **Manual Material handling/repetitive motion task**
- ▢ **Poor product quality**



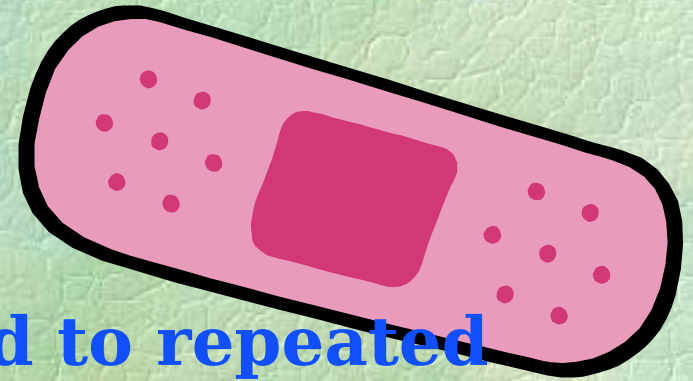
TWO BROAD CATEGORIES OF WORK PLACE DISORDERS EXIST

🐾 Injuries:

- **Those disorders that occur to a one-time event such as a cut, crush or fall.**

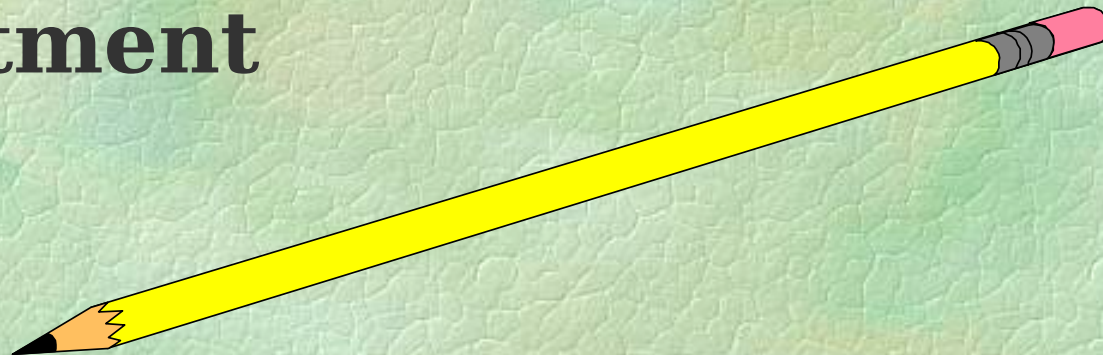
☐ Illnesses:

- **Those disorders related to repeated exposure to various substances, hazards or environmental conditions.**



EMPLOYEE RESPONSIBILITY

- ✎ **Using safe work practices and required safety equipment**
- ▢ **Completing all required forms accurately and on time as well as compensation claims**
- ▢ **Obtaining necessary medical treatment**



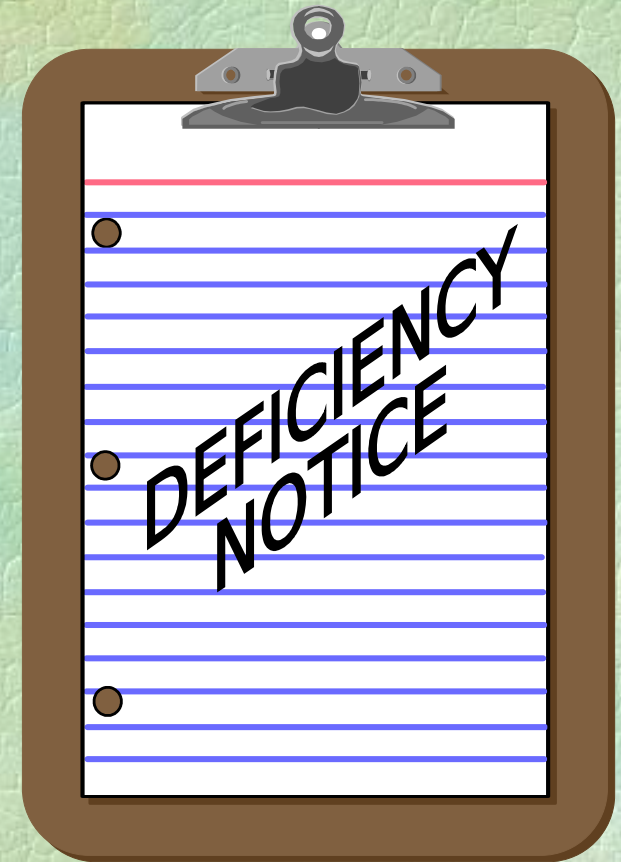
OFFICE SAFETY FACTS

- ❑ **Slips, trips, falls**
- ❑ **Improperly used equipment**
- ❑ **Faulty equipment**
- ❑ **Collisions or obstruction mishaps**



NAVSIT DEFICIENCY NOTICE OPNAV 5100/12

- 🐼 **Used to identify workplace discrepancies**
- ☐ **Must be returned within 30 days from date issued**
- ☐ **Signed, completed with deficiency correction noted**



OPNAVINST 5100.12 / MCO

5100.19
Traffic Safety Program includes all active duty and civilian personnel in a duty status (included motor vehicle operators, passengers, bicyclists and pedestrians)

(on or off the installation)

AAA/DIP, M/C Training, PPE, DUI, seatbelts and etc.

Portable head phones, earphones & cell phones.

Special weather conditions -



THE END

QUESTIONS?